



## **OFFICE ASSISTANT I/II (Continuous Recruitment)**

**Sacramento, CA**

**OA I \$24,315–\$30,393/OA II \$26,745–\$33,431 Annual + Opportunity for Performance Bonus**

### **THE ORGANIZATION**

CPS Human Resource Services functions as a self-supporting public agency to assist public/non-profit sector employers in developing and enhancing their human resource programs. CPS offers a full range of professional services to include; HR consulting, test development/administration, and executive recruitment. [Click here](#) to learn more about our organization.

### **THE POSITION**

Our Sacramento Office is conducting a continuous recruitment for Office Assistant I and II. Incumbents will perform a variety of clerical and administrative support duties. The duties may vary dependent upon the individual business unit requirements and operational needs.

### **KEY DUTIES**

Depending upon assignment, duties may include, but are not limited to, the following:

#### **OA I/II:**

- Performs a variety of clerical tasks in areas such as form processing, data entry, word processing, records maintenance, filing, mail handling, shipping and receiving, office machine operation, and reception services.
- Schedules and coordinates the logistics for meetings, examinations, interviews, seminars.
- Prepares, mails and processes informational/registration packets or test orders for clients.
- Operates a variety of office, print shop, and bookroom equipment, including computers, copiers, printers, shrink-wrap and binding equipment, and other machines.
- Produces printed materials.

#### **In addition OA II:**

- Data entry into computer applications such as databases and spreadsheets.
- Proofreads test items, letters, presentation materials, and other written materials.
- Compiles data and information for reports and other documentation.
- Monitors office supply inventory and orders supplies as needed.
- Maintains and repairs office equipment, furniture, and other office items as necessary; arranges for repair and maintenance of equipment.
- Serves as a proctor for exams.
- Scans surveys and examination answer sheets; scores exams and processes billing for exams.
- Makes travel arrangements and processes expense claims.
- Mails notices to test candidates to inform them of test time and location and test results.

### **QUALIFICATIONS:**

**Education:** Equivalent to a high school diploma or possession of a General Educational Development (G.E.D.) credential.

**Experience:** One year for **Office Assistant II** and 6 months for **Office Assistant I** experience performing general clerical duties, including customer service, filing, copying, computer operation, and document preparation.

**BENEFITS:** Our excellent benefits package includes; health, dental, vision, life, retirement, and many other competitive benefits. To learn more about our benefit programs, please [click here](#).

**SELECTION PROCESS:** Qualified candidates must complete the online application form at [Job Opportunities](#). Faxes and resumes will not be accepted. Applications will be reviewed for related experiences, appropriate level, and education. Those most qualified will be contacted to participate in a **written examination**. A typing certificate verifying at least **35 WPM** is required before the cut-off date below. Please fax this certificate to (916) 561-7261 Attn: Recruitment Coordinator. For a list of testing locations please [click here](#).

**FINAL FILING DATE:** **Continuous recruitment with cut-off date of October 6, 2006 5:00 p.m. PST**  
**For tentative exam October 21, 2006**

*CPS is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*